

E-Procurement: Excerpts from Due Diligence Work Plan Discussion

NC @ Your Service Project Office

Office of Information Technology Services

August, 2000

- **Determine North Carolina E-Procurement Business Requirements**
- **Define an approach for implementing E-Procurement in North Carolina**
- **Define the Business Model for E-Procurement**

- **Purpose: Understand North Carolina's buying**
- **Approach:**
 - **Determine level of buying that can process through eProcurement**
 - **Perform agency buying analysis**
 - **Identify goods and services that are candidates for strategic sourcing**
 - **Update initial spending assumptions**
- **Outcomes: Buying projections, Strategic Sourcing Assessment, Volume Summaries**



Seg	Description	Tot Hrs	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	
I	Due Diligence Planning	72										
II	eProcurement Buying Analysis	268										
III	Technical Confirmation/Strategy	168										
IV	Business Process Analysis	312										
V	Implementation Scope	168										
VI	Finalize Business Case and Value Proposition	152										
VII	Project Planning	168										
VIII	Due Diligence Team Management	175										
	Total	1,483										

- **Purpose: Understand the technical environment**
- **Approach:**
 - **Analyze basic technical components of legacy business systems**
 - **Assess middleware and messaging systems**
 - **Document technical integration requirements**
 - **Estimate technology costs for implementation**
- **Outcomes: Conceptual Model for E-Procurement Integration, Cost Estimates for Technology**

- **Purpose: Understand the functional requirements for the system**
- **Approach:**
 - **Determine scope of E-Procurement: E-Catalog, E-Bidding, P-Card integration, Budget Checking, etc.**
 - **“Test Drive” leading eProcurement solution**
 - **Document future business process**
- **Outcomes: Requirements Assessment, Purchasing Process Flow, Pilot Customization Estimates**

- **Purpose: Estimate E-Procurement Services (Costs) and Funding Sources (Revenue)**
- **Approach:**
 - **Estimate expenses for eProcurement**
 - **Finalize eProcurement entity participation**
 - **Estimate revenue stream amounts over time**
- **Outcomes: Final List of Entities to Participate, Implementation Schedule, Training and Organization Impact**

Finalize Business Case and Value Proposition

- **Purpose: Complete Business Case**
- **Approach:**
 - **Determine Service Level Agreements (SLA)**
 - **Estimate hosting service costs**
 - **Finalize savings potential**
 - **Finalize net income disbursement rules**
- **Outcomes: Draft SLA, Savings Summary, Business Plan for four-year period**

- **Purpose: Plan for the pilot & implementation**
- **Approach:**
 - **Develop a detailed Pilot work plan**
 - **Develop Implementation work plans for future rollouts**
 - **Develop schedule and staffing requirements**
 - **Analyze Risk**
 - **Complete Memorandum of Understanding (MOU)**
- **Outcomes: Pilot & Implementation Work Plan, Schedule, Income Disbursement Plan, Project MOU**